



# **User Guide**

## **Section 4.2b**

### **Centralized Cotton Redemption**

#### **Buyer Instructions**

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## **Cotton Online Processing System**

### **Centralized Cotton Redemption - Buyer Access Instructions**

#### **A. Overview**

The purpose of these instructions is to assist the Cotton Merchants (Buyers) with the COPS Online Centralized Cotton Redemption (CCR). CCR allows a Buyer to select and processes upland cotton from more than one Price Support loan, FSA County Office, and Loan Servicing Agency (LSA) with a single wire transfer.

There are three stages in the CCR process, plus a pre-CCR Buyer Setup requirement. The Buyer Setup prepares for CCR by setting up security and authorities, and includes testing the FTP process. The three stages of the CCR process are: 1. EAD (Electronic Agent Designation) Holdership; 2. Creating the CCR Invoice; and 3. Payment and release of receipts.

#### **Pre-CCR Buyer Setup**

Before the buyer can process cotton redemptions, the following must occur:

- ♦ Must have a valid COPS ID with access authority.
- ♦ Logon to COPS \* and access the CCR Buyer Setup or Related Links screens \*\* for the following:
  - ♦ Overview of CCR Buyer Setup, testing and using CCR
  - ♦ Instructions for the following:
    - ♦ CCR setup, testing and using CCR
    - ♦ Completing the FSA-13A form
    - ♦ COPS Access
    - ♦ Buyer sending/getting FTP files for CCR
    - ♦ Buyer testing FTP process
    - ♦ COPS CCR Redemption process
    - ♦ Completing CCC-734 form
  - ♦ The file layouts and test file:
    - ♦ Buyer Setup Information form
    - ♦ FSA-13A form
    - ♦ CCC-734
    - ♦ File Layouts for Buyer Upload and Acknowledgement files
    - ♦ Test Buyer Upload text file.
  - ♦ Sent e-mail requesting the following forms:
    - ♦ Buyer Setup Information form
    - ♦ FSA-13A form
    - ♦ CCC-734
  - ♦ Access and accept the Merchants Acknowledgement
  - ♦ Link to WEB ACH for setup
- ♦ Complete, sign and return the FSA-13A form to CCC
- ♦ Complete the FTP testing

## Cotton Online Processing System

\* If access to COPS is not available, a Buyer setup Packet including the instructions, layouts, test file and forms may be requested from PSD/Shanita Hines, voice: 202-720-9888, e-mail: [shanita.hines@wdc.usda.gov](mailto:shanita.hines@wdc.usda.gov) or PSCAO/Shannon Fulghem, voice 816-926-1533, e-mail: [shannon.fulghem@kcc.usda.gov](mailto:shannon.fulghem@kcc.usda.gov).

### CCR Processing - EAD Holdership

- ♦ Before transmitting a Buyer FTP file listing bales for redemption, the following must be coordinated:
  - ♦ Buyer and Producer coordinate for completion of 605 giving Electronic Agent Designation (EAD) to the buyer and forward copy of 605 to County Office or Loan Servicing Agency (LSA).
  - ♦ County Office marks the bales on the loan as EAD eligible.
  - ♦ Provider is notified by COPS of the EAD eligibility of receipts.
  - ♦ Buyer coordinates with Provider to have EAD Holder Ids for bales transmitted to COPS.

### CCR Processing - CCR Invoice

- ♦ Buyer system signs on to NITC and transmits FTP Buyer upload file listing bales for redemption.
- ♦ COPS processes the Buyer FTP file and creates FTP Acknowledgement file and CCR Buyer Invoice. Emails are sent to the buyer, County Office(s) and LSAs.
- ♦ Buyers may test the EAD eligibility (see above) by populating a 'test flag' on the FTP Buyer upload file, then, a CCR Buyer Invoice is not created.
- ♦ Buyer system gets and processes FTP Acknowledgement file looking for bales with error codes that were not included on the CCR Buyer Invoice.
- ♦ Buyer signs on COPS and reviews CCR Buyer Collection Letter for the wire information and the CCR Invoice.

### CCR Processing - Payment and Release Receipts

- ♦ Wire transfer of Buyer payment sent to USDA
- ♦ Wire payment received and entered into COPS
- ♦ COPS processes payment and releases receipts for Invoice
- ♦ After payment, the Buyer signs on COPS and by selecting the Invoice Number, creates an Invoice Download text file to save on the Buyer's system and process for the CCC-500 information.
- ♦ If there are below grade county bales in the redemption resulting in a negative repayment value for the bale, those negative repayment value bales will be automatically released (if mixed on the invoice with other positive value bales) or require the buyer to accept and trigger the release (if the invoice contains only negative repayment value bales). The County Office(s) will be notified to manually process the redemption to create a check for the negative repayment amount and create the CCC-500.

## Cotton Online Processing System

### B. General Information

File Name for the Buyer Upload file:

'MFO900.MKTPPDT.CCR.BUYnnnn.IZCCRTXN(+1)' (where nnnn =Buyer's number)

File Name for the Buyer Acknowledgement file:

'MFO900.MKTPPDT.CCR.BUYnnnn.OZCCRACK(0)' (where nnnn =Buyer's number)

Acknowledgement Error Flags for the Buyer Acknowledgement Header record.

Acknowledgement Error Flag	Description of Acknowledgement Error Flag
00	Successful procession of Header record - No Errors
01	Receipt count on Header record does not match number of receipt detail records
88	Payoff Date is out of range
98	Exceeded maximum record count (60,000)
99	Buyer Code not valid

Acknowledgement Error Flags for the Buyer Acknowledgement Detail records.

Acknowledgement Error Flag	Description of Acknowledgement Error Flag
00	Successful procession of Receipt Detail record - No Errors
01	Multiple bales found matching five key fields
02	No Receipt found matching five key fields
03	CCC not current holder of receipt
04	Receipt not on available (Not in Advance status)
05	Receipt not eligible (currently in CCR process)
06	Transaction errors on receipt
07	Receipt not for upland cotton
08	Receipt not under County Office loan
09	EAD Indicator not 'Y' (County Office needs to update loan)
10	Receipt has classing errors
11	EAD holder ID not valid EAD holder for receipt
12	Payoff date after receipt's loan maturity date
13	Bale has an invalid transaction type
14	No bale found matching all five key fields
15	EAD holder ID invalid (does not match or not sent by provider)
16	County Loan Download date/time not found (County Office needs to download)
17	Bale transfer in process
18	Mixed transfer terminations with standard CCR
19	LSA is NOT approved to use the CCR Process
20	Reserved
21	LSA bale requires manual redemption by coop

This User Guide is to assist the Buyer in accessing COPS to review the CCR Buyer Collection Letter, Itemized Activity and CCR Buyer Invoice. It also shows the Invoice payment. Information regarding CCR Buyer Setup, testing and FTP file transmissions are

## **Cotton Online Processing System**

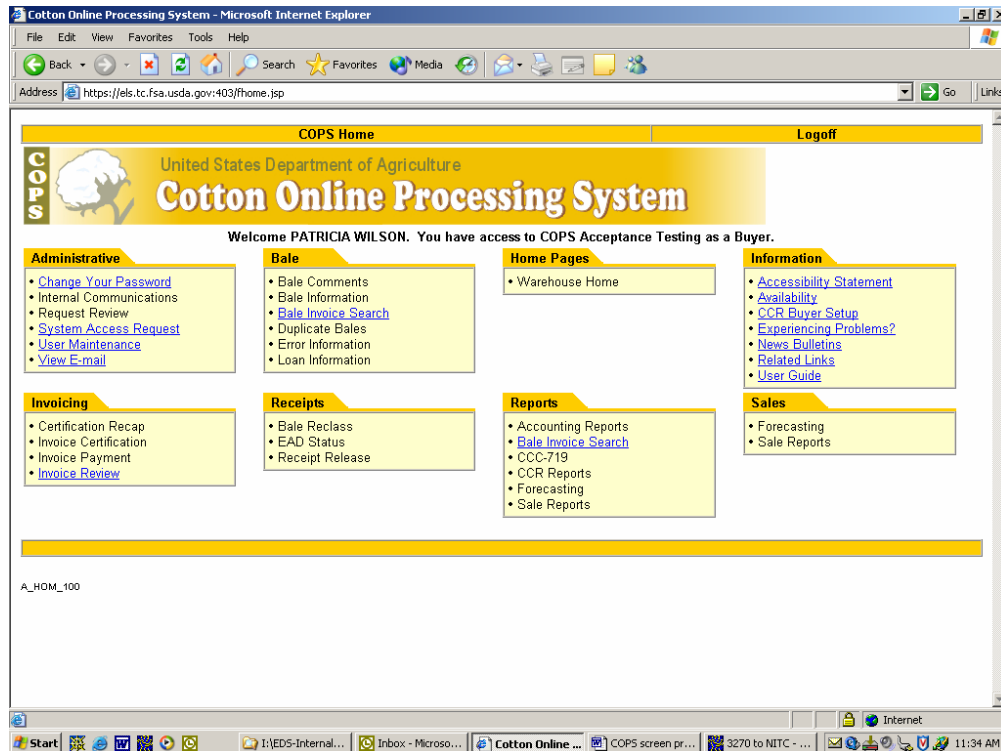
found in the CCR Buyer Setup User Guide and instruction options on the COPS CCR Buyer Setup screen.

# Cotton Online Processing System

## C. Screens and Instructions

### 1. COPS Home Page (A\_HOM\_100)

For downloading or viewing CCR Invoices click the "Invoice Review" option.



## Cotton Online Processing System

### 2. Invoice Review (I\_REV\_100)

The **Invoice Review** screen is to aid in either the selection of a specific invoice by invoice number, or to list a group of invoices that meet the selection criteria. The list of a group of invoices may be displayed in various sort orders.

For a listing of CCR invoice, select Invoice Type of 'Cotton Redemption Invoice'.

For single county users, the state/county code field will contain the user's state/county code. For multi state or multi county users, select the state/county code from the dropdown box.

The screenshot shows the 'Invoice Review' screen within the 'Cotton Online Processing System' web application. The browser window title is 'Invoice Review - Microsoft Internet Explorer'. The address bar shows the URL: <https://devnt01.fsa.usda.gov:403/servlet/invoicelist?Request=generateInvoiceListCriteria>. The navigation bar includes links: COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Receipts, Reports, and Logoff. The main header features the 'COPS' logo and the text 'United States Department of Agriculture Cotton Online Processing System'.

The 'Invoice Review' section contains the following fields and controls:

- Invoice Number:** A text input field.
- Sort By:** Radio buttons for 'Invoice # Descending' (selected), 'Invoice # Ascending', 'Type', 'Date', 'Buyer', and 'Warehouse'.
- Criteria:** A series of dropdown menus and text fields for:
  - Warehouse Code
  - Mstr Whse Code
  - Buyer Code
  - Provider ID
  - Crop Year
  - Loan Number
  - Date: 'from' and 'to' fields with 'mm/dd/yyyy' format.
  - Invoice Type: A dropdown menu with 'Cotton Redemption Invoice' selected.
  - Status
  - CMA/LSA
  - State Code
  - State/County Code: A dropdown menu with '28083' selected.

Below the criteria section, there are two buttons: 'List' and 'Clear All'. The status bar at the bottom of the application window displays 'I\_REV\_110'.



## Cotton Online Processing System

### 3. Invoice List (I\_REV\_120)

The **Invoice List** screen will display those invoices available for downloading or viewing. To select a CCR invoice to view, click the line number. To select a CCR invoice to download as text file, click the underlined invoice number.

**Invoice List**

**Invoice List Criteria:**  
County Code = 28083, Invoice Type = Cotton Redemption  
Sorted by: Invoice\_Number\_Descending  
Total Invoices in List: 58

Click Line No. to Display the Invoice and where applicable click Invoice Number to Download the Invoice

Line No.	Invoice Number	Creation Date	Type	Status	WHSE/Buyer Provider	St/Cnty	Loan	Counts	Invoice Total Amt
1	2004000000067	12/24/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a
2	2004000000066	12/24/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a
3	2004000000065	12/12/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a
4	2004000000062	12/12/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a
5	2004000000061	12/12/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a
6	2004000000045	11/21/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a
7	2004000000044	11/21/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a
8	2004000000040	11/21/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a
9	2004000000039	11/21/2003	CR	Paid	Buyer 8002	28/083	n/a	n/a	n/a

57	<u>2003000007290</u>	08/19/2003	CR	Paid, Refund Due and/or Receipts Released	Buyer 8320	28/083	n/a	n/a	n/a
58	<u>2003000007289</u>	08/19/2003	CR	Paid, Refund Due and/or Receipts Released	Buyer 8002	28/083	n/a	n/a	n/a

I\_REV\_120

# Cotton Online Processing System

## 4. CCR Buyer Invoice Collection Letter (B\_CCR\_100)

The **CCR Invoice Collection Letter** displays the information about the Centralized Cotton Redemption (CCR) invoice for the buyer. The letter contains the buyer's name and address. It also contains an acknowledgement with the date of invoice creation, the number of bales along with their County(s) and LSA(s), the amount due for the invoice, data required for the wire transfer of funds to pay the invoice, the buyer's code, a schedule number and the invoice number. This screen is displayed for only Buyer and Core Users. This screen has option button to view the CCR buyer invoice details, itemized activity and the invoice payment history.

CCR Collection Letter - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://devnt01.fsa.usda.gov:402/servlet/ccrinv?Request=generateCCRLetter&FiscalYear=2005&InvNbr=000000618> Go Links

**COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Sales Logout**

**United States Department of Agriculture**  
**Cotton Online Processing System**

United States Department of Agriculture  
Farm Service Agency  
P.O. Box 419205  
Kansas City, MO 64141-6205

Company Name: **BUYER**  
Address: **test**  
**b , TN 66666**

This invoice and attached bale listing acknowledges your invoice creation on 12/17/2004 to redeem 14 bales of cotton from the following county:  
**CROCKETT Tennessee**

The bales will be released when the wire transfer of the amount shown is complete and **your buyer code and schedule number** are provided. Failure to provide all information will delay recording the payment and the release of the bales. The date of the wire transfer must be **no later than** the payment due date.

Amount Due: **\$ 2507.91**  
Payment Due Date: **12/17/2004**

Information required for the wire transfer of funds to the Commodity Credit Corporation follows:

ABA Number: **0210-3000-4**  
Bank Name: **Treasury, NYC**  
Business Function Code: **CTR**  
Beneficiary: **Commodity Credit Corp.**  
**1400 Independence Ave., SW, Stop 0581**  
**Washington, DC 20250-0581**

Agency Location Code: **00004992**  
Certificate/Invoice Number: **2005000000618**  
OBI: **CCR/20050000000618/A346**  
Buyer Code: **8000**  
Schedule Number: **A346**

**Invoice Details Itemized Activity Payment History**

B\_CCR\_100

## Cotton Online Processing System

### 5. CCR Buyer Invoice Detail (B\_CCR\_110)

The **Cotton Redemption Buyer Invoice Detail** displays the detail information about the Centralized Cotton Redemption (CCR) Invoice, listing the bales associated with the invoice.

The Header contains information regarding the invoice's status, calculated AWP rate, number of bales on the invoice, the original amount due, any adjustment amounts and the final amount due are displayed.

The Detail lists all bales in the invoice with a line number, loan number, warehouse code, warehouse receipt number, gin code, gin tag, the original amount, adjusted amount, total amount, buyer's holder Id and redemption transaction type of 'cash' or 'certificate'.

Adjustments would be generated if the amount paid on the invoice is less than the amount due (insufficient funds) or the invoice is paid after the payoff date and requires recalculation for the new payoff date (date actually paid/wire transfer received).

**Cotton Online Processing System**

**Cotton Redemption Buyer Invoice Detail**

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Invoice Status	Buyer Id	Company Name	Invoice Number	Total Bales	Inv Amt	Adj Inv Amt	Total Amt Due	Payoff Date	AWP Rate
Paid, Refund Due and/or Receipts Released	8000	PF WILSON COTTON BUYERS	2006000000157	15	1,198.85	-86.61	1,112.24	05/30/2006	0.4102
Recalculated Payoff date and AWP Rate:									06/02/2006 0.4288

Line No.	Loan Nbr	St/Cnty	Whse Cd	Whse Rcpt	Gin Cd	Gin Tag	Detail Amt	Adj Detail Amt	Total Detail Amt	Holder Id	Transaction Type	Repay Type
1	00002	48/215	349527	501025	5000	501025	146.73	0.74	155.47	M374037	Certificate	
2	00002	48/215	349527	501006	5000	501006	150.44	8.92	159.41	M374037	Certificate	
3	00002	48/303	349527	501121	5000	501121	144.26	8.80	152.85	M374037	Certificate	
4	00002	48/303	349527	501122	5000	501122	147.65	8.81	156.46	M374037	Certificate	
5	00003	48/215	349527	501051	5000	501051	155.69	9.29	164.98	M374037	Certificate	
6	00003	48/215	349527	501052	5000	501052	155.69	9.29	164.98	M374037	Certificate	
7	00003	48/303	349527	501145	5000	501145	149.20	0.02	150.09	M374037	Certificate	
8	00003	48/303	349527	501146	5000	501146	149.20	-149.20	0.00	M374037	Certificate	Adj (Y)
9	00007	48/215	176450	1301002	13000	1301002	0.00	0.00	0.00	M374037	Certificate	Neg (U)
10	00007	48/215	176450	1301003	13000	1301003	0.00	0.00	0.00	M374037	Certificate	Neg (U)
11	00007	48/215	176450	1301004	13000	1301004	0.00	0.00	0.00	M374037	Certificate	Neg (U)
12	00007	48/303	176450	1301031	13000	1301031	0.00	0.00	0.00	M374037	Certificate	Neg (U)
13	00007	48/303	176450	1301032	13000	1301032	0.00	0.00	0.00	M374037	Certificate	Neg (U)
14	00008	48/303	176450	1301041	13000	1301041	0.00	0.00	0.00	M374037	Certificate	Neg (U)
15	00008	48/303	176450	1301042	13000	1301042	0.00	0.00	0.00	M374037	Certificate	Neg (U)

Detail Amt	Holder Id	Transaction Type	Repay Type
155.47	M374037	Certificate	
159.41	M374037	Certificate	
152.85	M374037	Certificate	
156.46	M374037	Certificate	
164.98	M374037	Certificate	
164.98	M374037	Certificate	
150.09	M374037	Certificate	
0.00	M374037	Certificate	Adj (Y)
0.00	M374037	Certificate	Neg (U)
0.00	M374037	Certificate	Neg (U)
0.00	M374037	Certificate	Neg (U)
0.00	M374037	Certificate	Neg (U)
0.00	M374037	Certificate	Neg (U)
0.00	M374037	Certificate	Neg (U)
0.00	M374037	Certificate	Neg (U)

Page: 1 of 1

To Collection Letter Back to Invoice List Generate Report

B\_CCR\_110

## Cotton Online Processing System

### 6. CCR Buyer Invoice Detail (B\_CCR\_110) Cancel Pop-up screen

The Buyer may cancel a CCR invoice prior to payment being received. With the cancel of the invoice, the bales are returned to original status.

The screenshot displays the 'Buyer Invoice Detail' screen in a Microsoft Internet Explorer browser. The page title is 'Buyer Invoice Detail - Microsoft Internet Explorer'. The address bar shows a URL from the USDA website. The page features a navigation bar with tabs: COPS Home, Administrative, Date, Home Pages, Information, Invoicing, Receipts, Reports, and Logout. The main content area is titled 'Cotton Online Processing System' and 'Cotton Redemption Buyer Invoice Detail'. A table lists invoice details, including Invoice Status (Awaiting Payment), Buyer Id (8000), Company Name (PF WILSON COTTON BUYERS), Invoice Total Bales (100), Invoice Amt (293.32), Total Amt Due (293.32), Payoff Date (05/31/2006), and AWP Rate (0.4102). A pop-up dialog box is overlaid on the table, asking 'Are you sure you want to cancel this invoice?' with 'OK' and 'Cancel' buttons. The table also includes columns for Line No., Loan Nbr, St/Cnty, Whse Cd, Whse Rept, Gin Cd, Detail Amt, Holder Id, Transaction Type, and Repay Type. The bottom of the screen shows a status bar with the text 'B\_CCR\_110' and a taskbar with various application icons.

Invoice Status	Buyer Id	Company Name	Invoice	Total Bales	Invoice Amt	Adj. Invc Amt	Total Amt Due	Payoff Date	AWP Rate
Awaiting Payment	8000	PF WILSON COTTON BUYERS	100	293.32	05/31/2006	0.4102			

Line No.	Loan Nbr	St/Cnty	Whse Cd	Whse Rept	Gin Cd	Detail Amt	Holder Id	Transaction Type	Repay Type
1	00001	48/215	349627	501010	5000	146.66	M374037	Certificate	
2	00001	48/215	349627	501011	5000	146.66	M374037	Certificate	

Page: 1 of 1

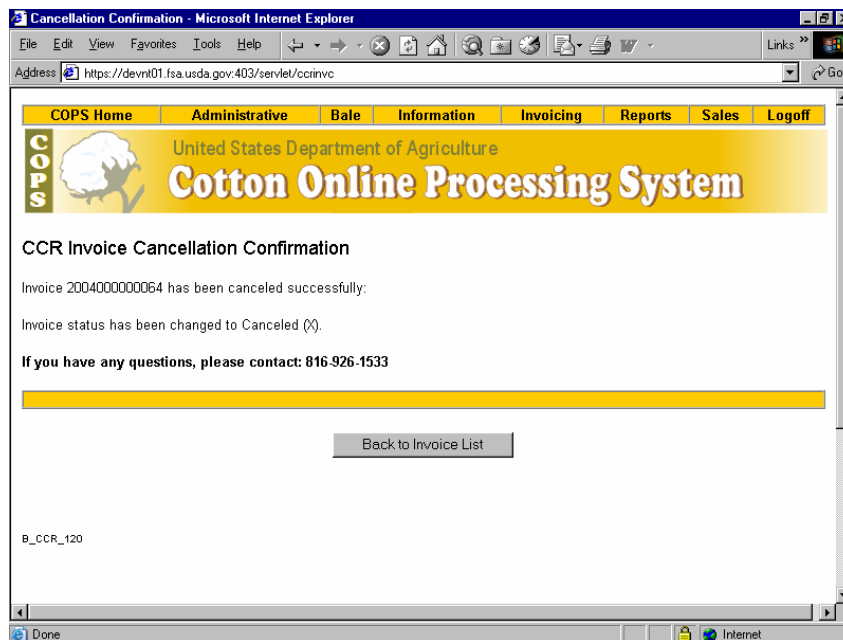
Cancel Invoice To Collection Letter Back to Invoice List Generate Report

B\_CCR\_110

## Cotton Online Processing System

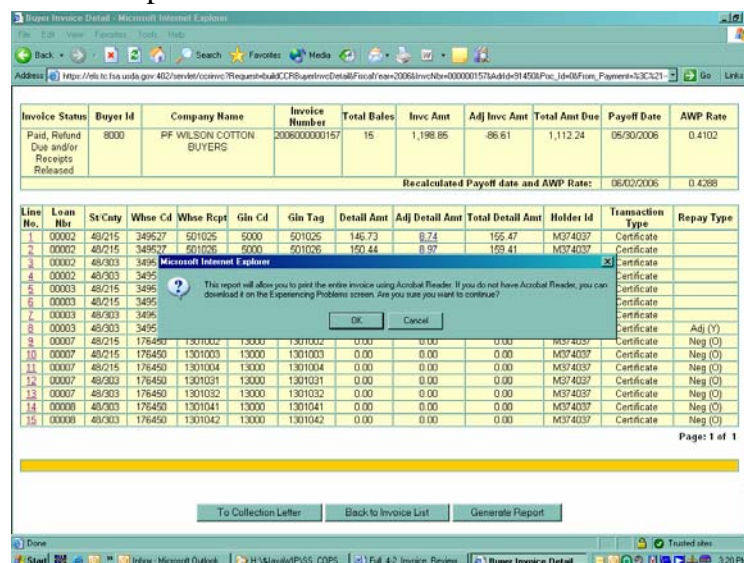
### 7. CCR Invoice Cancellation Confirmation (B\_CCR\_120)

The CCR Invoice Cancellation Confirmation screen verifies that the invoice is cancelled. An email is created and sent to FOD with a CC email to the buyer. Email subject will include invoice number, schedule number and cancel date information.



### 8. CCR Buyer Invoice Detail (B\_CCR\_110) Generate report Pop-up screen

A pop-up screen appears when the Generate Report button is clicked to verify that a PDF report of the invoice is wanted.



# Cotton Online Processing System

The screenshot displays the Cotton Online Processing System interface. The main window shows a "Cotton Redemption Buyer Invoice Detail" for a buyer named PF WILSON COTTON BUYERS. The invoice number is 2006000000157, and the total bales are 15. The total amount due is 1,112.24, and the payoff date is 06/30/2006. The AWP rate is 0.4102. Below this, a table lists transactions with columns for Line No., Loan Nbr, St/Cnty, Whse Cd, Whse Rcpt, Gin Cd, Gin Tag, Detail Amt, Adj Detail Amt, Total Detail Amt, Holder Id, Transaction Type, and Repay Type. The transactions are listed in two tables, one for lines 1-8 and another for lines 12-15.

**Cotton Redemption Buyer Invoice Detail**

Invoice Status	Buyer Id	Company Name	Invoice Number	Total Bales	Inv Amt	Adj Inv Amt	Total Amt Due	Payoff Date	AWP Rate
Paid, Refund Due and/or Receipts Released	6000	PF WILSON COTTON BUYERS	2006000000157	15	1,190.85	-86.61	1,112.24	06/30/2006	0.4102
Recalculated Payoff date and AWP Rate:									06/02/2006 0.4298

Line No.	Loan Nbr	St/Cnty	Whse Cd	Whse Rcpt	Gin Cd	Gin Tag	Detail Amt	Adj Detail Amt	Total Detail Amt	Holder Id	Transaction Type	Repay Type
1	00002	48/215	349527	501025	5000	501025	146.73	8.74	155.47	M374037	Certificate	
2	00002	48/215	349527	501026	5000	501026	150.44	8.97	159.41	M374037	Certificate	
3	00002	48/303	349527	501121	5000	501121	144.25	8.60	152.85	M374037	Certificate	
4	00002	48/303	349527	501122	5000	501122	147.65	8.81	156.46	M374037	Certificate	
5	00003	48/215	349527	501051	5000	501051	155.69	9.29	164.98	M374037	Certificate	
6	00003	48/215	349527	501052	5000	501052	155.69	9.29	164.98	M374037	Certificate	
7	00003	48/303	349527	501145	5000	501145	149.20	8.89	158.09	M374037	Certificate	
8	00003	48/303	349527	501146	5000	501146	149.20	-149.20	0.00	M374037	Certificate	Adj (Y)

Gin Cd	Gin Tag	Detail Amt	Adj Detail Amt	Total Detail Amt	Holder Id	Transaction Type	Repay Type
5000	501025	146.73	8.74	155.47	M374037	Certificate	
5000	501026	150.44	8.97	159.41	M374037	Certificate	
5000	501121	144.25	8.60	152.85	M374037	Certificate	
5000	501122	147.65	8.81	156.46	M374037	Certificate	
5000	501051	155.69	9.29	164.98	M374037	Certificate	
5000	501052	155.69	9.29	164.98	M374037	Certificate	
5000	501145	149.20	8.89	158.09	M374037	Certificate	
5000	501146	149.20	-149.20	0.00	M374037	Certificate	Adj (Y)
13000	1301002	0.00	0.00	0.00	M374037	Certificate	Neg (O)
13000	1301003	0.00	0.00	0.00	M374037	Certificate	Neg (O)
13000	1301004	0.00	0.00	0.00	M374037	Certificate	Neg (O)
13000	1301031	0.00	0.00	0.00	M374037	Certificate	Neg (O)
13000	1301032	0.00	0.00	0.00	M374037	Certificate	Neg (O)
13000	1301041	0.00	0.00	0.00	M374037	Certificate	Neg (O)
13000	1301042	0.00	0.00	0.00	M374037	Certificate	Neg (O)

## Cotton Online Processing System

### 9. CCR Itemized Activity (B\_CCR\_160) (after invoice creation)

After the creation of the CCR Invoice, the “Cotton Redemption Itemized Activity” screen displays information about the invoice. This first line of the itemized activity displays the creation date, payoff date, description of the activity, number of bales on the invoice and amount due on the invoice, followed by a column of the balance.

COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Sales Logoff

**COPS** United States Department of Agriculture  
**Cotton Online Processing System**

**Cotton Redemption Itemized Activity**

United States Department of Agriculture  
Farm Service Agency  
P.O. Box 419205  
Kansas City, MO 64141-6205

Buyer Number: 8000  
Company Name: BUYER  
Address: test  
b, TN 66666

Certificate/Invoice Number: 2005000000618  
Schedule Number: A346

Date	Item Description	Payoff Date	Bale Count	AWP Rate	Amount Due	CCC	Balance
12/17/2004	Invoice Created	12/17/2004	14	0.3348	2507.91		2507.91

Invoice Details Back to Collection Letter

B\_CCR\_160

Done

## Cotton Online Processing System

### CCR Itemized Activity (B\_CCR\_160) (after invoice payment)

After payment of the CCR Invoice, the “Cotton Redemption Itemized Activity” screen displays more information about the invoice. This second line of the itemized activity displays the payment date and payment amount received for the invoice, followed by a column of the balance. A total row appears at the bottom.

**Cotton Online Processing System**

United States Department of Agriculture

**Cotton Redemption Itemized Activity**

United States Department of Agriculture  
Farm Service Agency  
P.O. Box 419205  
Kansas City, MO 64141-6205

Buyer Number: 8000  
Company Name: BUYER  
Address: test  
b, TN 66666

Certificate/Invoice Number: 2005000000619  
Schedule Number: A347

Date	Item Description	Payoff Date	Bale Count	AWP Rate	Amount Due	Amount Paid	Balance
12/17/2004	Invoice Created	12/17/2004	14	0.3348	2526.09		2526.09
12/17/2004	Remittance Received					2526.09	0.00
12/17/2004	Redemption Total	12/17/2004	14	0.3348	2526.09	2526.09	0.00

Invoice Details      Back to Collection Letter

B\_CCR\_160



## Cotton Online Processing System

### 11. CCR Itemized Activity (B\_CCR\_160) (after invoice payment – paid late)

After payment of the CCR Invoice, the “Cotton Redemption Itemized Activity” screen displays more information about the invoice. This second line of the itemized activity displays the payment date and payment amount received for the invoice, followed by a column of the balance. A total row appears at the bottom.

When the payment is not received on the payoff date, the invoice is recalculated and adjustments are made for the difference of the original amount due and the recalculated amount due on the third line. The fourth line shows the refund amount due the buyer.

**CCR Itemized Activity**

United States Department of Agriculture  
Farm Service Agency  
P.O. Box 419205  
Kansas City, MO 64141-6205

Buyer Number: 5120  
Company Name: YUMA COUNTY FSA OFFICE  
Address:

Certificate/Invoice Number:  
Schedule Number:

Date	Item Description	Payoff Date	Bale Count	AWP Rate	Amount Due	Amount Paid	Balance
10/30/2003	Invoice Created	10/24/2003	1	0.5200	190.76		190.76
11/03/2003	Remittance Received					190.76	0.00
11/04/2003	Payment after Payoff Date - Recalculate - Adjustment on Invoice	11/03/2003		0.5220	(0.59)		(0.59)
11/04/2003	Refund due to Buyer					(0.59)	0.00
11/03/2003	Redemption Total	11/03/2003	1	0.5220	190.17	190.17	0.00

Invoice Details      Back to Collection Letter

B\_CCR\_160

## 12. CCR Buyer Invoice Collection Letter (B\_CCR\_100) – late payment

The **CCR Invoice Collection Letter** displays the information about the Centralized Cotton Redemption (CCR) invoice for the buyer. When that payment is wired late, after the payoff date, the amount due for the invoice is recalculated by COPS. The Collection Letter will then show the original payoff date and amount due, followed by the revised payment date and revised amount due.

The screenshot shows the 'CCR Collection Letter' web application in a Microsoft Internet Explorer browser. The address bar shows the URL: <https://els.tc.fsa.usda.gov:403/servlet/corinv?Request=generateCCRLetter&FiscalYear=2005&InvNbr=000001581>. The application has a navigation bar with tabs: COPS Home, Administrative, Bale, Information, Invoicing, Reports, and Logout. The main header displays the 'United States Department of Agriculture Cotton Online Processing System' logo and contact information for the Farm Service Agency in Kansas City, MO. The user is logged in as 'PF WILSON COTTON BUYERS' with address 'St Joseph, MO 645060069'. The invoice details show it was created on 06/16/2005 to redeem 10 bales of cotton from HIDALGO and LUBBOCK counties in Texas. A table of due amounts is shown with an orange arrow pointing to the revised values:

Original Amount Due:	\$ 2455.38
Revised Amount Due:	\$ 2214.47
Original Payment Due Date:	06/16/2005
Revised Payment Due Date:	06/17/2005

Below this, wire transfer information is provided for the Commodity Credit Corporation, including ABA Number 0210-3000-4 and Bank Name Treasury, NYC. A detailed list of fields and values is shown at the bottom of the page, including Agency Location Code, Certificate/Invoice Number, OBI, Buyer Code, and Schedule Number. At the very bottom, there are buttons for 'Invoice Details', 'Itemized Activity', and 'Payment History'.

### 13. Invoice Payment (I\_PAY\_120) (Buyer Invoices - before payment)

For the Buyer Invoice the **Invoice Payment** screen provides the status and history of payment(s) on the invoice. The ability to enter payment information for the invoice is limited to only authorized Core Users.

For a CCR Buyer invoice, when the wire transfer of payment is received and entered in COPS, the payment will be processed and the receipts will automatically be released.

**INVOICE PAYMENT - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: [https://els.tcfsa.usda.gov:403/service/invoicelist?Request=generateInvcPymtHistory&Field\\_Long\\_Invoice\\_Nbr=2005000001578&From\\_Payment=<!--frompmt-->](https://els.tcfsa.usda.gov:403/service/invoicelist?Request=generateInvcPymtHistory&Field_Long_Invoice_Nbr=2005000001578&From_Payment=<!--frompmt-->) Go Links

**COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Logoff**

**COPS** United States Department of Agriculture  
**Cotton Online Processing System**

**Invoice Payment**

Invoice Number: 2005000001578 Buyer Code: 8000 Invoice Type: CR

Invoice Status: (A) Awaiting Payment

Date Payment Received:  mm/dd/yyyy

Time Payment Received:  :  :  AM

Payment Amount:

**CENTRAL TIME**  
**Process Payment**

Invoice Amount: \$2,302.48 Total Paid: \$0.00 Amount Due: \$2,302.48 Due Date: 06/16/2005

**To Invoice Details To Collection Letter**

L\_PAY\_120

Done Trusted sites

Start Inbox: Micros... H:\Java\IPL... Full\_4-2b\_Invo... CCR\_Buyer\_F... INVOICE P... 3270 to NITC... 5:06 PM

## 14. Invoice Payment (I\_PAY\_120) (Buyer Invoices - after payment)

For the Buyer Invoice the **Invoice Payment** screen provides the status and history of payment(s) on the invoice.

For CCR Buyer Invoices, only a single payment from a wire transfer is made. This payment will trigger the CCR processing to automatically notify the warehouse to release the receipts. If there is refund because of late payment or insufficient funds, the amount will be in the 'Amount Due' field.

**INVOICE PAYMENT - Microsoft Internet Explorer**

Address: [https://els.tc.fsa.usda.gov:403/servlet/invoiceList?Request=generateInvPymtHistory&Field\\_Long\\_Invoice\\_Nbr=2005000001576&From\\_Payment=\(1-#frompmt->\)](https://els.tc.fsa.usda.gov:403/servlet/invoiceList?Request=generateInvPymtHistory&Field_Long_Invoice_Nbr=2005000001576&From_Payment=(1-#frompmt->))

**COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Logoff**

**United States Department of Agriculture**  
**Cotton Online Processing System**

**Invoice Payment**

Invoice Number: 2005000001576      Buyer Code: 8000      Invoice Type: CR

Invoice Status: (P) Paid

**Invoice is paid in full; no additional payments for 2005000001576 can process.**

Invoice Amount: \$2,236.82      Total Paid: \$2,236.82      Amount Due: \$0.00      Due Date: 06/14/2005

PAYMENT HISTORY			
Payment #	Amount Paid	Date Paid	Date Entered
1	\$2,236.82	06/14/2005	06/15/2005

[To Invoice Details](#)      [To Collection Letter](#)

L\_PAY\_120

## Cotton Online Processing System

### 15. Invoice (I\_REV\_120) (CCR Buyer download - after payment)

When the invoice number is clicked on the Invoice List screen, a pop-up window will appear asking if the user wished to open, save or cancel a file download. This download of invoice information is only available after the invoice has been paid.

The screenshot shows the 'Invoice List' screen in the Cotton Online Processing System. A 'File Download' dialog box is open, asking if the user wants to open, save, or cancel the file. The dialog box contains the following information:

- File name: 2005000001581.txt
- File type: Text Document
- From: els.tc.fsa.usda.gov

The dialog box also includes a checkbox for 'Always ask before opening this type of file' and buttons for 'Open', 'Save', 'Cancel', and 'More Info'.

The background screen displays the 'Invoice List' with the following criteria:

- Buyer Code = 000008000, Invoice Type = Cotton Re
- Sorted by: Invoice\_Number\_Descending
- Total Invoices in List: 82, Total Invoice Amount: 31,1

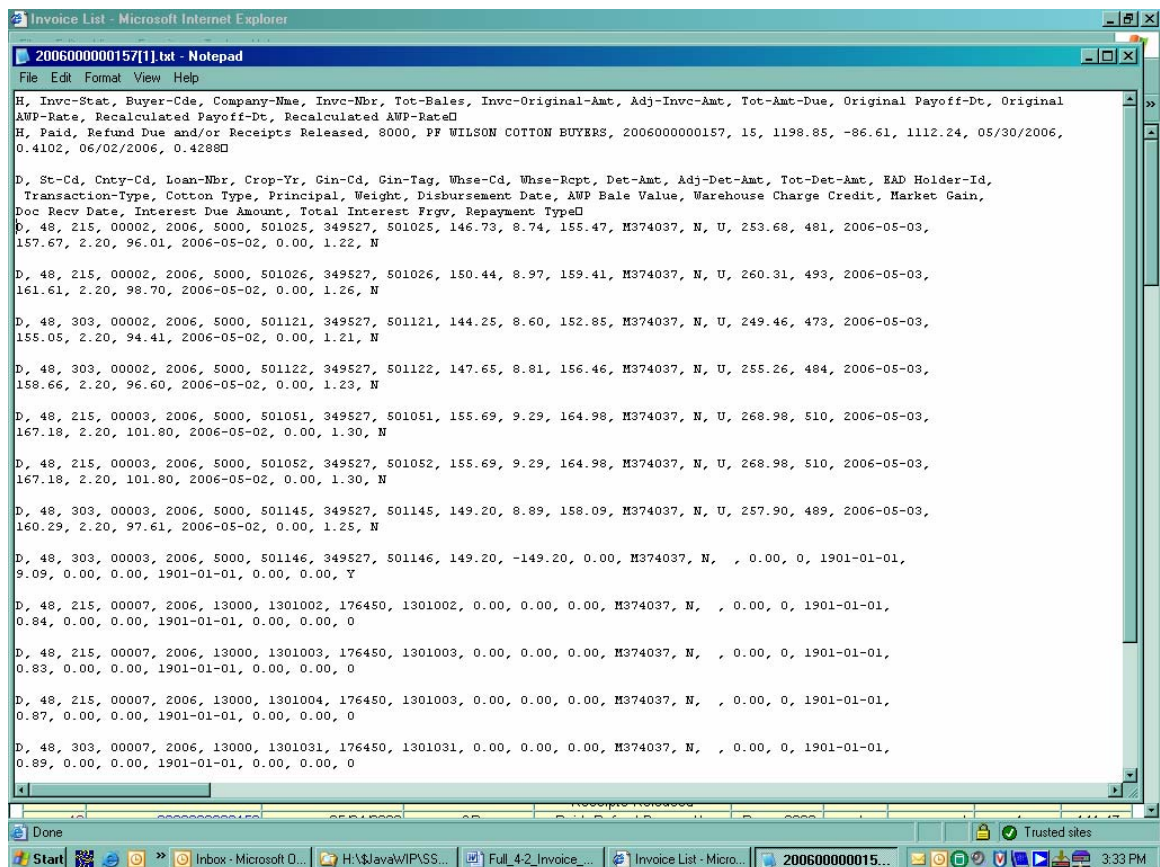
The table below shows the invoice list:

Line No.	Invoice Number	Creation Da	St/Cnty	Loan	Counts	Invoice Total Amt
1	2005000001581	06/16/	/	n/a	10	2455.38
2	2005000001580	06/16/	/	n/a	9	2144.07
3	2005000001579	06/16/	/	n/a	9	2010.25
4	2005000001578	06/16/	/	n/a	10	2302.48
5	2005000001577	06/16/2005	/	n/a	10	2316.78
6	2005000001576	06/14/2005	CR	Paid, Refund Due and/or Receipts Released	Buyer 8000	
7	2005000001575	06/14/2005	CR	Paid	Buyer 8000	
8	2005000001574	04/28/2005	CR	Canceled	Buyer 8000	
9	2005000001573	04/27/2005	CR	Paid	Buyer 8000	
10	2005000001572	04/27/2005	CR	Canceled	Buyer 8000	
11	2005000001571	04/27/2005	CR	Canceled	Buyer 8000	
12	2005000001570	04/27/2005	CR	Paid	Buyer 8000	
13	2005000001569	04/26/2005	CR	Paid	Buyer 8000	
14	2005000001568	04/26/2005	CR	Paid	Buyer 8000	
15	2005000001567	04/26/2005	CR	Paid	Buyer 8000	

## 16. Invoice List (I\_REV\_120) (CCR Buyer download – text file)

If 'Open' is selected on the file download, a text file will appear of the invoice information. A header (H) row will give the data field names followed by a header row of the summary information of Invoice Status, Buyer Code, Company Name, Invoice Number, Total Bale Count, Original Invoice Amount, Adjusted Invoice Amount, Total Invoice Amount (due), the Original Payoff Date, Original AWP Rate and if paid late, the Recalculated Payoff Date and Recalculated AWP Rate.

The detail (D) row will give the data field names followed by detail rows with bale detail (CCC-500) information of State Code, County Code, Loan Number, Crop Year, Gin Code, Gin Tag Number, Warehouse Code, Warehouse Receipt Number, Original Amount, Adjusted Amount, Total Detail Amount (Due), EAD Holder ID, Transaction Type (N = certificate, C = Cash/P&I), Cotton Type\* (U = Upland), Principle Amount\*, Bale Weight\*, Disbursement Date\*, AWP Bale Value\*, Warehouse Storage Charge Credit\*, Market Gain\* (only on certificate redemptions), Document Received Date\*, Interest Due\* (for P&I), Interest Forgiven\* and Repayment Type (N = Positive, O= Negative (released, but to be processed of COF system) and Y=Bale Adjusted Off invoice). \*Note: If the bale has been adjusted off the invoice or is a negative repayment (Total Detail Amount = zero), the CCC-500 fields (\*) for the bale will be not be filled.

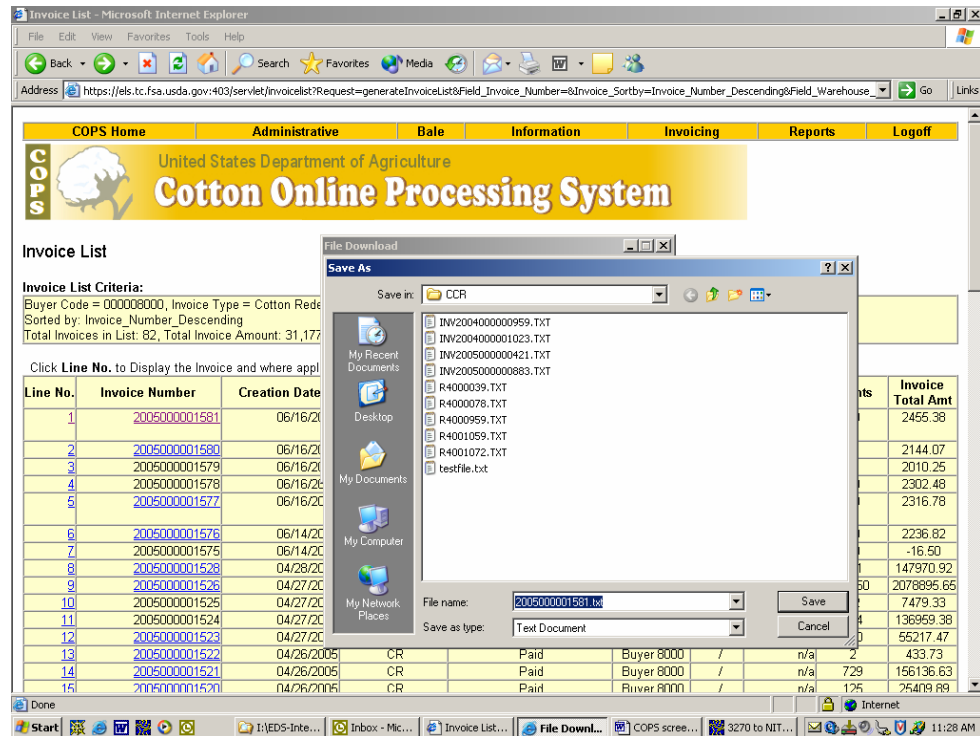




## Cotton Online Processing System

### 17. Invoice List (I\_REV\_120) (CCR Buyer download – save as)

If 'Save' is selected, the 'Save As' window will open for the user to select the folder for the text file. The name of the file will be the invoice number.





## Cotton Online Processing System

### 18. Invoice List (I\_REV\_120) (CCR Buyer download – complete)

When the download is finished the 'Download Complete' window will appear asking if the user wants the file opened to view.

The screenshot shows the 'Invoice List' page in the Cotton Online Processing System. A 'Download Complete' dialog box is open, indicating that a file has been successfully downloaded. The dialog box displays the following information:

- Saved: 2005000001581.txt from els.tc.fsa.usda.gov
- Downloaded: 1.34 KB in 1 sec
- Download to: C:\Program Files\...\\2005000001581.txt
- Transfer rate: 1.34 KB/Sec
- Buttons: Open, Open Folder, Close
- Checkbox: ☐ Close this dialog box when download completes

The background page shows the 'Invoice List' criteria and a table of invoice data. The criteria are: Buyer Code = 000008000, Invoice Type = Cotton Rede, Sorted by: Invoice\_Number\_Descending, Total Invoices in List: 82, Total Invoice Amount: 31,177. The table has columns: Line No., Invoice Number, Creation Date, and Invoice Total Amt.

Line No.	Invoice Number	Creation Date	Invoice Total Amt
1	2005000001581	06/16/2005	2455.38
2	2005000001580	06/16/2005	2144.07
3	2005000001579	06/16/2005	2010.25
4	2005000001578	06/16/2005	2302.48
5	2005000001577	06/16/2005	2316.78
6	2005000001576	06/14/2005	2236.82
7	2005000001575	06/14/2005	-16.50
8	2005000001528	04/28/2005	147970.92
9	2005000001526	04/27/2005	2078895.65
10	2005000001525	04/27/2005	7479.33
11	2005000001524	04/27/2005	136959.38
12	2005000001523	04/27/2005	55217.47
13	2005000001522	04/26/2005	433.73
14	2005000001521	04/26/2005	156136.63
15	2005000001520	04/26/2005	25409.89

## 19. CCR Buyer Invoice Detail (I\_REV\_120) (Negative repayment bales)

When bales in a CCR invoice are redeemed and have a negative repayment amount, because of storage credit, they will be listed on the invoice with a zero repayment amount. If the invoice has only negative repayment bales, Total Amt. Due equals zero, there will not be a payment entered and the bales cannot be automatically released to the merchant. To have the bales release, the merchant must click the “Accept” button.

The ‘Accept’ will trigger an email send to the County Office(s) to manually process the bales on the County System to calculate the warehouse storage credit amount for the merchant and create a check for the merchant to send with a CCC-500 report for the negative repayment value bales.

**Buyer Invoice Detail - Microsoft Internet Explorer**

Address: [https://els.fc.fsa.usda.gov:403/servlet/ccrinv?Request=buildCCRBuyerInvDetail&FiscalYear=2006&InvNbr=000000016&AdId=12394&Poc\\_Id=0&From\\_Payment=%3C%21~](https://els.fc.fsa.usda.gov:403/servlet/ccrinv?Request=buildCCRBuyerInvDetail&FiscalYear=2006&InvNbr=000000016&AdId=12394&Poc_Id=0&From_Payment=%3C%21~)

**COPS Home Administrative Bale Home Pages Information Invoicing Reports Logoff**

**United States Department of Agriculture**  
**Cotton Online Processing System**

**Cotton Redemption Buyer Invoice Detail** Page: 1 of 1

Invoice Status	Buyer Id	Company Name	Invoice Number	Total Bales	Inv Amt	Adj Inv Amt	Total Amt Due	Payoff Date	AWP Rate
Awaiting Payment	8000	PF WILSON COTTON BUYERS	20060000000016	5	0.00	0.00	0.00	03/14/2006	0.4342

Line No.	Loan Nbr	St/Cnty	Whse Cd	Whse Rcpt	Gin Cd	Gin Tag	Detail Amt	Adj Detail Amt	Total Detail Amt	Holder Id	Transaction Type
1	00001	48/303	125501	2800038	28000	2800038	0.00	0.00	0.00	M374037	Certificate
2	00001	48/303	125501	2800039	28000	2800039	0.00	0.00	0.00	M374037	Certificate
3	00002	48/303	125501	2800581	28000	2800581	0.00	0.00	0.00	M374037	Certificate
4	00002	48/303	125501	2800582	28000	2800582	0.00	0.00	0.00	M374037	Certificate
5	00007	48/215	125501	4800055	48000	4800055	0.00	0.00	0.00	M374037	Certificate

Page: 1 of 1

## Cotton Online Processing System

### 20. CCR Buyer Invoice Detail (I\_REV\_120) (Verify negative repayment bales)

After the Accept button is selected a pop-up window appears to verify the action.

The screenshot shows the 'Cotton Online Processing System' interface in a Microsoft Internet Explorer browser. The page title is 'Buyer Invoice Detail - Microsoft Internet Explorer'. The address bar shows the URL: [https://els.tc.fsa.usda.gov/403/servlet/ccrinv?Request=buildCCRBuyerInvoiceDetail&FiscalYear=2006&InvNbr=000000016&AddId=12394&Poc\\_Id=0&From\\_Payment=%3C%21-](https://els.tc.fsa.usda.gov/403/servlet/ccrinv?Request=buildCCRBuyerInvoiceDetail&FiscalYear=2006&InvNbr=000000016&AddId=12394&Poc_Id=0&From_Payment=%3C%21-). The page has a navigation bar with tabs: COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Reports, and Logout. The main header displays the United States Department of Agriculture logo and the text 'Cotton Online Processing System'. Below the header, the page is titled 'Cotton Redemption Buyer Invoice Detail' and 'Page: 1 of 1'. A table shows invoice details for 'PF WILSON COTTON BUYERS' with an 'Awaiting Payment' status. A pop-up window with a question mark icon asks 'Are you sure you want to accept this invoice?' with 'OK' and 'Cancel' buttons. Below the pop-up, a table lists line items with columns: Line No., Loan Nbr, St/Cnty, Whse Cd, Whse Rcpt, Gin, Invoice Number, Total Bales, Inv Amt, Adj Inv Amt, Total Amt Due, Payoff Date, and AWP Rate. The table contains 5 line items. At the bottom of the page, there are buttons: 'Accept', 'Cancel Invoice', 'To Collection Letter', 'Back to Invoice List', and 'Generate Report'. The Windows taskbar at the bottom shows the Start button, several open applications including 'Inbox - Microsoft O...', 'H:\Java\WPASS...', 'Buyer Invoice ...', and '3270 to NITC - RU...', and the system clock shows 4:10 PM.

Invoice Status	Buyer Id	Company Name	Invoice Number	Total Bales	Inv Amt	Adj Inv Amt	Total Amt Due	Payoff Date	AWP Rate
Awaiting Payment	8000	PF WILSON COTTON BUYERS	21		1.00	0.00	0.00	03/14/2006	0.4342

Line No.	Loan Nbr	St/Cnty	Whse Cd	Whse Rcpt	Gin	Invoice Number	Total Bales	Inv Amt	Adj Inv Amt	Total Detail Amt	Holder Id	Transaction Type
1	00001	48/303	125501	2600038	26000	2600039	0.00	0.00	0.00	0.00	M374037	Certificate
2	00001	48/303	125501	2600039	26000	2600581	0.00	0.00	0.00	0.00	M374037	Certificate
3	00002	48/303	125501	2600581	26000	2600582	0.00	0.00	0.00	0.00	M374037	Certificate
4	00002	48/303	125501	2600582	26000	2600582	0.00	0.00	0.00	0.00	M374037	Certificate
5	00007	48/215	125501	4800055	48000	4800055	0.00	0.00	0.00	0.00	M374037	Certificate

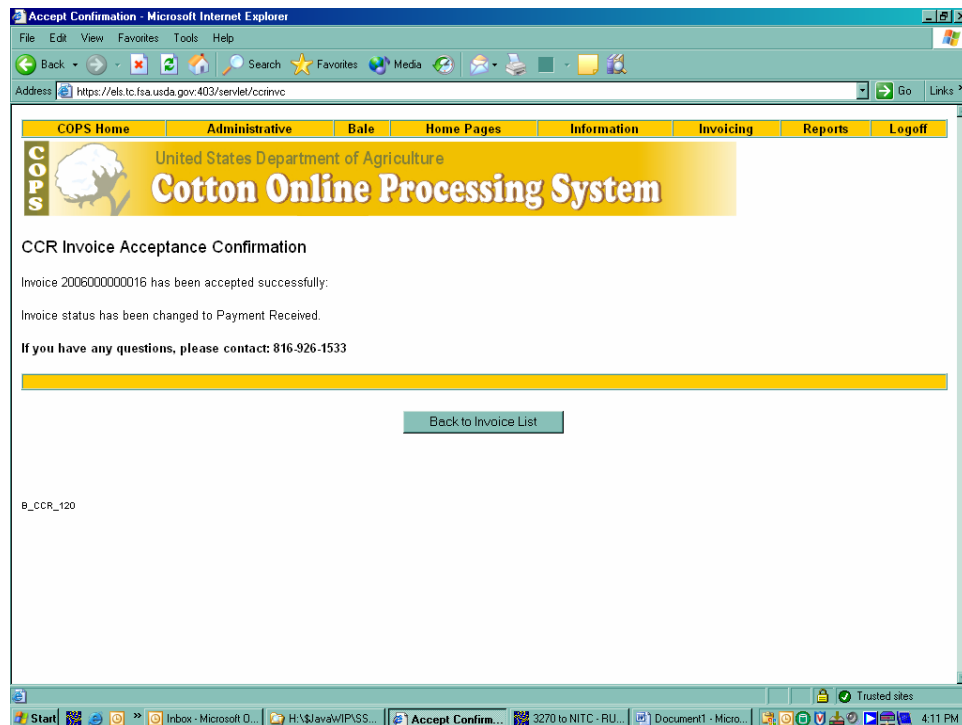
Page: 1 of 1

Accept Cancel Invoice To Collection Letter Back to Invoice List Generate Report

## Cotton Online Processing System

### 21. CCR Buyer Acceptance Confirmation (B\_CCR\_120) (Neg. repayment bales)

After OK is selected the CCR Buyer Acceptance Confirmation screen appears. The acceptance lets the system process the invoice as if a zero dollar payment was entered. The zero payment bales are released and an email is sent to the County Office(s) of bales on the invoice to manually process on the County Office system. The buyer will receive a check from the County Offices(s) for the storage credit and the CCC-500 report.



## Cotton Online Processing System

### 22. CCR Buyer Invoice Detail (I\_REV\_120) (Negative repayment bales)

If the CCR Buyer invoice has negative repayment value bales included with regular redemptions, the negative repayment value bales will be listed with Total Amt Due equal zeros. These bales will be automatically released to the merchant upon entry of the wired payment. The County Office(s) will receive instructions to manually process the negative repayment value bales through the County System to calculate the warehouse storage credit amount for the merchant and create a check for the merchant to send with the CCC-500 report for the negative repayment value bales.

**Buyer Invoice Detail - Microsoft Internet Explorer**

Address: [https://els.tl.fsa.usda.gov:403/servlet/ccrinv?Request=builddCCRBuyerInvDetail&FiscalYear=2006&InvNbr=00000000028&AdId=12394&Poc\\_Id=0&From\\_Payment=%3C%21...](https://els.tl.fsa.usda.gov:403/servlet/ccrinv?Request=builddCCRBuyerInvDetail&FiscalYear=2006&InvNbr=00000000028&AdId=12394&Poc_Id=0&From_Payment=%3C%21...)

**Cotton Online Processing System**

**Cotton Redemption Buyer Invoice Detail** Page: 1 of 1

Invoice Status	Buyer Id	Company Name	Invoice Number	Total Bales	Inv Amt	Adj Inv Amt	Total Amt Due	Payoff Date	AWP Rate
Awaiting Payment	8000	PF WILSON COTTON BUYERS	2006000000028	8	901.88	0.00	901.88	06/09/2006	0.4102

Line No.	Loan Nbr	St/Cnty	Whse Cd	Whse Rcpt	Gin Cd	Gin Tag	Detail Amt	Adj Detail Amt	Total Detail Amt	Holder Id	Transaction Type	Repay Type
1	00001	48/215	349527	501008	5000	501008	153.25	0.00	153.25	M374037	Certificate	
2	00001	48/215	349527	501009	5000	501009	148.92	0.00	148.92	M374037	Certificate	
3	00001	48/303	349527	501110	5000	501110	148.00	0.00	148.00	M374037	Certificate	
4	00001	48/303	349527	501111	5000	501111	149.54	0.00	149.54	M374037	Certificate	
5	00002	48/303	349527	501124	5000	501124	149.85	0.00	149.85	M374037	Certificate	
6	00002	48/303	349527	501125	5000	501125	152.32	0.00	152.32	M374037	Certificate	
7	00008	48/215	176450	1301019	13000	1301019	0.00	0.00	0.00	M374037	Certificate	Neg (O)
8	00008	48/215	176450	1301020	13000	1301020	0.00	0.00	0.00	M374037	Certificate	Neg (O)

Page: 1 of 1

Buttons: Cancel Invoice, To Collection Letter, Back to Invoice List, Generate Report

## Cotton Online Processing System

### D. History/Revision Log

Version #	Date	PSR#	By	Description
1.5	3/25/2004	None	P. Wilson	Created specific Centralized Cotton Redemption User Guide for Buyers
1.6	7/25/2005	multi	P. Wilson	Updated Home Page and added information and screen prints for Invoice download, Itemized Activity and Original vs Revised payment dates and amounts on Collection Letter and Invoice Details.
1.8	1/26/2006	3513	P. Wilson	Updated screen print and text for Buyer CCR Invoice download text file information.
1.9	2/21/2006	3875	P. Wilson	Updated screen prints and added information for CCR Buyer invoices where all bales have negative repayment values.
2.0	6/23/2006	3997	P. Wilson	Updated screen print and text information for Buyer CCR Invoice download. Addition data fields added to Bale Detail (D) rows for CCC-500 information with document received date, Interest (P&I) and redemption type.
2.2	9/19/2006	3398	J. Reagan	Added text describing the new email sent when a buyer cancels a CCR invoice. Updated the Acknowledgement Error Flag Descriptions in Section B.
2.9	3/25/2008	44707	R. Gardner	Added LSA CCR redemptions to document.